

1 APR 1982

MEMORANDUM FOR: Director of Logistics

FROM:

Chief, Plans and Programs Staff, OL

SUBJECT: Second Quarter Review of Objectives

REFERENCE: Memorandum to Planning Officer, MS/DDA from
C/P&PS/OL, dtd 1 April 1982, Office of
Logistics Five-Year Plan (OL 2 1468)

1. Attached for your review are updated milestone charts and narrative reports for each of the reportable FY-82 Directorate and Office level objectives. The Directorate level objective updates are contained at Attachment A and the Office level updates are at Attachment B. Preceding the updates are listings of the Directorate and Office level objectives categorized by OL responsible component.

2. The referent deleted LIMS from Directorate level objectives as it is under the primary cognizance of the Office of Data Processing and will be reported to the DDA by that office, with OL support. Accordingly, LIMS is included herein as an Office level objective and will continue to be reported as such.

3. The following objectives were completed during the second quarter and no future reports are required:

Directorate Level

Reexamine the OL management structure and ensure that levels of authority and responsibility are appropriately defined and communicated (P&PS)

Develop and implement a Ten-Year Construction Plan (BPS)

OL 2 1619

WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

SECRET

SUBJECT: Second Quarter Review of Objectives

Office Level

Establish an efficient system for correspondence and records handling (R&SB)

Establish an Automated Management Information System (PD)



25X1

Atts

Distribution:

Orig. - D/L

1 - P&PS Official

1 - P&PS Chrono

OL/P&PS:  (9 April 1982)

25X1

ATTACHMENT A

FY-82 DDA Level Objectives

- OL - Develop and implement a Logistics Women's Program
- RECD - Complete modifications of Headquarters space for SAFE Program
- Construct 50,000 net square feet of additional space at
[redacted] 25X1
- [redacted] 25X1
- Continue to work closely with GSA to improve service to the Agency and obtain independent authority for the Agency to lease, acquire or construct real property*
- P&PD - Implement Digital Prepress System
- LSD - Renovate space and relocate personnel and equipment in support of SAFE, Phase II
- P&PS - Reexamine the OL management structure and ensure that levels of authority and responsibility are appropriately defined and communicated.
- Provide support as required to the National Intelligence Emergency Planning Staff*
- BPS - Consolidate Agency Metropolitan Washington Area Activities in a building on the Headquarters compound
- Develop and implement a Ten-Year Construction Plan
- P&TS - Conduct a Comprehensive Review of the Personnel Management Function

* Not reportable this period.

TOTAL Reportable DDA Objectives - 10

ATTACHMENT B

FY-82 Office Level Objectives

- RECD - Enhance utilities reliability at Headquarters
 - Lease and renovate 30,000 square feet of new Credit Union space
- P&PD - Implement the consolidated Agency-wide Copier Management Program
 - Evaluate and make recommendation on support to the Agency Videodisc Production Requirements
- PD - Establish effective acquisition procedures
 - Establish an Automated Management Information System
 - Extend automation within the procurement process
- PMS - Revise and improve the Contract Inspection Report
- R&SB - Establish an efficient system for correspondence and records handling
 - Install an automated documents control system
- SD - Identify a corps of logistics careerists and ordnance technicians to form the nucleus of a quick reaction support team
 - Increase sea tonnage shipments to overseas stations by 5% (from 40% in FY-81) with a corresponding decrease of 5% in air tonnage shipments (from 60% in FY-81)
- P&PS - Develop and implement a Logistics Integrated Management System

TOTAL OL Level Objectives - 13

SECRET

SECRET

ATTACHMENT A

FY-82 DDA Level Objectives

- OL - Develop and implement a Logistics Women's Program
- RECD - Complete modifications of Headquarters space for SAFE Program
- Construct 50,000 net square feet of additional space at
[REDACTED] 25X1
- [REDACTED] 25X1
- Continue to work closely with GSA to improve service to the Agency and obtain independent authority for the Agency to lease, acquire or construct real property*
- P&PD - Implement Digital Prepress System
- LSD - Renovate space and relocate personnel and equipment in support of SAFE, Phase II
- P&PS - Reexamine the OL management structure and ensure that levels of authority and responsibility are appropriately defined and communicated.
- Provide support as required to the National Intelligence Emergency Planning Staff*
- BPS - Consolidate Agency Metropolitan Washington Area Activities in a building on the Headquarters compound
- Develop and implement a Ten-Year Construction Plan
- P&TS - Conduct a Comprehensive Review of the Personnel Management Function

* Not reportable this period.

TOTAL Reportable DDA Objectives - 10

SECRET

REC'D

X - Actual

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Office: HEB/RECD/OL

Objective Statement: Complete modifications of Headquarters space for the SAFE program.

Responsible Officer:

Significant Funding Amount: \$ 1,867,000 FY 82

Date Submitted: 2 April 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
*Complete Phase I UPS installation					0	-----	-----	-----	-----	-0		
*Obtain funds for Phase II 60 Hz UPS				0	-----	X						
*Order Phase II 60 Hz UPS				0	-----	-----	-----	-----	-----	-0		
*Complete redesign of Phase II site work.			0	-----	-----	-----	-----	0				
*Initiate Phase II construction					0	-----	-----	-----	-----	-0		

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OL-39-81 (O-DDA-11)

January - March 1982

NARRATIVE REPORT

1. Activity During This Period is responsive to DDA goals to maximize the effective utilization of existing facilities while taking appropriate action for additional needs.

GSA completed negotiations with the A&E on Phase II redesign and a 50 percent design review was conducted. SAFE informed HEB that the Phase II construction completion date has slipped to 1 February 1982. SAFE provided \$672,000 for Phase II UPS and battery procurement.

2. Problems and Shortfalls

GSA Phase II redesign and contract award schedule would result in a contract award of 27 August 1982, which would allow only a 5-month construction period. Phase I UPS is offline due to hardware problems and will remain so until manufacturer provides procurement written guarantees that placing UPS back in operation will not constitute acceptance by Government.

3. Plans for Next Period

Complete Phase II redesign effort and work with GSA to improve contract award date. Complete UPS acceptance test.

4. Long-Term Outlook

GSA may be able to accelerate Phase II contract award and construction to meet 1 February date. However, with less than one year remaining, any slips in the design, contract award, construction, or the relocation of personnel from the Phase II space could easily delay completion past 1 February 1983. SAFE provided funds only for UPS and battery procurement using \$72K which had been designated as contract contingency funds; therefore, SAFE funding for FY-82 construction changes will not be available.

25X1

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Office:

Objective Statement: Construct 50,000 net square feet of additional space

Responsible Officer:

Significant Funding Amount: \$ 5,900,000 FY 82

Date Submitted:

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Complete design							0					
2. Transfer Phase I construction funds to GSA				0								
3. Commence construction									0			

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P+PD

25X1

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0 - Scheduled

1

X - Actual

Office: Logistics

Objective Statement: Implementation of P&PD Digital Prepress System (3 year Project)

Responsible Officer: [REDACTED]

Significant Funding Amount: \$ 555,000 FY 82 (FY-82 Costs Only)

Date Submitted: 12 November 1981

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Order Laser Platemaker			0			X						
2. Order Electronic Camera					0	0						
3. Training for Platemaker (at vendor site)							0		0	0		
4. Site Preparation								0		0		
5. Installation of Laser Platemaker								0		0		
6. Laser Platemaker Acceptance Testing									0		0	
7. Initial Laser Platemaker Production										0		0
8. Installation of Electronic Camera										0	0	
9. Electronic Camera Acceptance Testing											0	0
10. Initial Electronic Camera Production												0

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NARRATIVE REPORT January - March 1982
IMPLEMENTATION OF P&PD DIGITAL PREPRESS SYSTEM

1. Activity This Period

Site preparation for the digital prepress system was begun on February 14. Offset stripping operations have been relocated and the laser platemaker room has been stripped, ceiling removed, wall removed, new doorway installed, and the power and drain holes have been core drilled through the floor. Negotiations are underway with EOCOM preparatory to awarding a contract to purchase the platemaker. A study with a recommendation for a replacement typesetter was completed during this period. Vendors for associated system hardware were contacted during this period which included attendance at the America East trade show where a demonstration of the Hastec page make up terminal was seen.

2. Problems and Shortfalls

Though work on the site preparation has been sporadic, work completed to date is ahead of schedule.

3. Plans for Next Period

Site preparation will continue and manufacture of the laser platemaker will be undertaken by EOCOM. Selection of an appropriate printing plate and processor will be accomplished and an order prepared. Study into additional system elements will continue.

4. Long Term Outlook

Completion of the digital prepress system can reasonably be expected within the constraints of the revised schedule.

5. Summary of Achievements

The contract for site preparation was let during this period and work has begun on the project. The contract to purchase the laser platemaker is in process by procurement.

Continued - Narrative Report

5. Summary of Achievements (continued)

Testing and evaluation of printing plates and processing equipment is being accomplished.

6. Assistance to the Accomplishments of DDA Goals

Implementation of the P&PD digital prepress system will exploit the "state-of-the-art" in the printing industry. It will ensure that printing production support activities are responsive, innovative and timely and will enhance, not impede, the efficiency of Agency operations. The digital prepress system will provide P&PD with the mechanism for supporting unanticipated worldwide intelligence demands and requirements resulting from a surge in collection and/or analysis efforts. Lastly, the digital prepress system will provide for effective utilization of existing facilities and space, while taking appropriate action for additional needs that may be identified for the production of intelligence publications.

LSD

25X1

X - Actual

Approved For Release 2005/07/14 : CIA-RDP87-01146R000200090014-8

Office: OL/LSD
 Objective Statement: Maximize effective utilization of space to meet current and projected space requirements
 Responsible Officer:
 Significant Funding Amount: \$ 775,000 FY-82
 Date Submitted: 8 April 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Physically relocate elements of DDI to consummate their recent reorganization				0	X							
Free up space for Phase II of Project SAFE						0	-----		0			
Complete backfill of space allocation to the DCI area, DDO, DDA, and DDS&T									0			

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STATUS REPORT

Project SAFE, Phase II

1. Activity This Period

During this reporting period elements of DDI were physically relocated, which consummated their recent reorganization.

2. Problems and Shortfalls

This objective remains behind schedule because of the impact the DDI reorganization had on design and construction resources. It may also be affected by the recent decision to relocate Personal Affairs Branch to the 7B corridor. This move will delay the move of [redacted] currently occupies ground floor space where components are moving to free SAFE II space.

3. Plans for the Next Period

Relocate [redacted] from the ground floor to the 6B corridor. Complete the remaining construction drawings and send to GSA for cost estimates. Begin construction in all areas that will be used to move components out of the SAFE II construction area.

P+PS

O - Schedu
X - Actual

Office:

OL/P&PS

Objective Statement:

Reexamine OL management structure and ensure that levels of authority and responsibility are appropriately defined and communicated

25X1 Responsible Officer:

Significant Funding Amount:

Date Submitted:

_____ FY 82

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4	
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Develop organization alternatives	X										
Hold a meeting with all component chiefs to discuss alternatives and brainstorm		X									
Provide follow-up ideas and discussions resulting from the meeting				OX							
Implement improvements						O					

NARRATIVE REPORT

Reexamine OL Management Structure and Ensure that Levels of Authority and Responsibility are Appropriately Defined and Communicated

1. DDA Goal the Objective Supports

The reexamination of the OL management structure is in support of the DDA Goal Eight. The intent of the reexamination is to ensure various professional disciplines are provided continuity of career progression and a program is undertaken which will effectively support the orderly succession of senior management in each of the subdisciplines in OL.

2. Accomplishments to Date

A detailed study of the existing organization with recommendations for change was concluded in October and forwarded to senior OL Management for study. It was subsequently discussed at the D/L planning conference on 12 and 13 November. A recommendation presented in the study to consolidate, under a single manager, acquisition activities currently divided organizationally between the Supply and Procurement Divisions is under study by senior OL management. This recommendation simply consolidates fractured organizational elements involved in processing low risk, low dollar and high volume acquisition actions. Several OL senior managers were rotated in January 1982. OL will assess the effectiveness of these rotations before proceeding with any reorganization.

3. Problems and Shortfalls - None.

4. Plans for the Next Period

There are no milestones scheduled for the balance of this Fiscal Year. As currently scheduled, this objective is complete and this is a final report. If the assessment mentioned in 2 above results in further activity, milestones will be scheduled and reporting will resume.



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O - Scheduled
X - Actual

Office: OL/BPS
Objective Statement: Consolidate Agency Metropolitan Washington Area Activities
Responsible Officer: [REDACTED]
Significant Funding Amount: \$ [REDACTED] FY-82 or FY-83; [REDACTED] for FY-84
Date Submitted: 5 April 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Informal Presentation of Master Plan to NCPC	X											
Submit Master Plan to NCPC		X										
Brief Sr Agency Management on Progress of Building Program		X										
Formal NCPC presentation				X								
Establish Technical Advisory Staff to Assist in Developing Design Data				O								
Complete Hi-Reliability Utility Study							O					
Complete Request for Proposal (RFP) of AGE									O			
Revise Cost Analysis (OMB A-104)					X					O		
Issue RFP									O			
AGE Bidder Selection									O			

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1. Activity During This Period

The Final Master Plan was approved by the National Capital Planning Commission on 21 January 1982. The major caveat attached is the recommendation to work with Virginia Department of Highways and Transportation (VDH&T) to define road improvements for Routes 123 and 93. To that end, a letter was forwarded to VDH&T on 27 January 1982 requesting a preliminary meeting. Meetings were also held with Park Service personnel to develop plans for an improved acceleration lane on the Parkway. Federal Highways Administration is now studying alternative designs for the Parkway. Following a formal solicitation of interest in the 9 February 1982 Commerce Business Daily, 35 A&E firms responded. An Agency Evaluation Board has selected three of these firms for consideration.

2. Problems and Shortfalls

Positions and funding will be needed in FY-83 and FY-84 to continue the program. A lack of responsiveness from VDH&T may require upper management action to resolve. Underestimates of future personnel strength threaten to delay or cancel the program.

3. Plans for Next Period

Evaluation of the three competing A&E firms will continue with final rankings expected by June. A decision will then be made regarding timing of negotiations. Pressure will be maintained on VDH&T and the Park Service to define road improvements and associated costs. The Utility Reliability Study will be completed and incorporated into the A&E guidance package. The technical advisory staff will be formed to develop design data.

4. Long-Term Outlook

Technically, the program is very promising. With design funds available in FY-83 and continued funding in FY-84, the five year construction cycle can be maintained. Politically, the lack of coordination between long-range personnel plans and building plans threatens the public consensus supporting the Master Plan.

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O - Scheduled
X - Actual

Office: OL/BPS
Objective Statement: Develop and Implement a Ten-Year Construction Plan
Responsible Officer: [REDACTED]
Significant Funding Amount: \$ [REDACTED] FY-82 or FY-83; [REDACTED] for FY-84
Date Submitted: 5 April 1982

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Finalize the Plan					X							
Begin implementation of the Plan					X							

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Develop and Implement a Ten-Year
Construction Plan

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5 APR 1982

NARRATIVE REPORT
(Second Quarter)

1. Activity During This Period

Minor format and editorial changes were incorporated. A limited number of copies were produced and forwarded to DDA management for information.

2. Problems and Shortfalls

Guidance resulting from the Capabilities 85 Study may make the plan obsolete.

3. Plans for the Next Period

None

4. Long-Term Outlook

No further action is planned. Valid projects will be programmed and budgeted by sponsoring components.

P+T

25X1

O - Scheduled
X - Actual

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Office: OL/P&TS
Objective Statement: Comprehensive Review of the Personnel Management Function
Responsible Officer:
Significant Funding Amount: \$ FY 82
Date Submitted:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Refinement of agenda of personnel management actions				O X								
<u>Recruitment</u> Quarterly update of Recruitment Guides				O X			O			O		
Develop written brief of administrative information for logistics applicants					O X							
<u>Personnel Evaluation</u> Explore feasibility of issuing internal OL instructions designed to focus PAR narratives						O X						
<u>Career Management</u> Improve utility of OL Planning Questionnaire to permit easy grouping by assignment preferences							O					
<u>Communications</u> Revise/Update OL Personnel Handbook and Developmental Profiles											O	

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25X1

O - Scheduled
X - Actual

Office: OL/P&TS
Objective Statement: Comprehensive Review of the Personnel Management Function
Responsible Officer:
Significant Funding Amount: \$ FY 82
Date Submitted:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<u>Communications (continued)</u>												
Update and reissue Logistics Instructions and Notices in the Personnel and Training series.								O				
Revise standardized response to unsuccessful vacancy notice applicants to address reason for non-selection								O				
<u>Training</u>												
Determine percentage of OL supervisors who have not had management training					O	X						
Enroll 25% of those employees without management training in such training											O	
<u>Statistical Support</u>												
Develop "executive summary" to accompany detailed monthly strength report						O	X					
Validate accuracy of monthly strength report				O	X							

25X1

0 - Scheduled
X - Actual

Office: OL/P&TS
Objective Statement: Comprehensive Review of the Personnel Management Function
Responsible Officer:
Significant Funding Amount: \$ _____ FY 82
Date Submitted:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Statistical Support (continued) Explore feasibility of using computer to generate personnel reports, e.g., data to support panel activities, manipulation of OL Planning Questionnaire information, etc.												0
Other Define material which should be held in RYBAT file and purge current file								0				
Complete review and disposal of inactive personnel records				0 X								

NARRATIVE REPORT

Conduct a comprehensive review of the personnel management function in Logistics for the purpose of identifying and implementing steps to improve the effectiveness of the Office's recruitment, personnel evaluation, and career management activities as well as the maintenance of both communication with Logistics employees on personnel management subjects and necessary statistical support.

1. DDA Goal the Objective Supports

This objective supports DDA Goal No. 1 in which the importance of the Directorate's personnel resources are set forth. By conducting a comprehensive review of OL personnel management, we feel that the Directorate effort to create and maintain the most effective work force will be served.

2. Activity During this Period or Accomplishments to Date

Although no activity occurred in the first quarter because the P&TS objectives were totally revised during the period, progress was made during the last three months. Goals for the second quarter were reached on schedule and included the following:

a. Refinement of agenda of personnel management actions - Further study of desire objectives led to the addition of a new item under "Communications" to improve OL responses to vacancy notice applicants and of an activity affecting "Training."

b. Recruitment Guides were updated and were augmented by memoranda to the OP/Recruitment Division.

c. Work was completed on a package for OL applicants which provides salary, benefits, and housing information.

d. Contact with OL evaluation panel chairmen indicated that the content of OL PAR's was sufficient to produce valid distinctions between employees being ranked by a given panel.

e. A study of OL training records indicated that 23% of OL supervisors have not had management training.

f. To increase the meaningfulness of the monthly OL strength report, an "executive summary" has been created which profiles each division and staff and summarizes OL's recruitment situation.

g. The accuracy of P&TS' strength count was verified.

h. Remaining inactive files were removed.

3. Problems and Shortfalls

No problems or shortfalls are anticipated.

4. Plans for the Next Period

Efforts in the next quarter include actions to advise OP of recruitment needs, improve OL's planning questionnaire, examine notices and instructions in the personnel and training series, and purge RYBAT file in accordance with criteria which are being developed.

5. Long Term Outlook

We can foresee no obstacles to our successful completion of planned activities during the two remaining quarters of the fiscal year.

ATTACHMENT
B



X - Actual

Approved For Release 2005/07/14 : CIA-RDP87-01146R000200090014-8

Office: HEB/RECD/OL
 Objective Statement: Enhance utilities reliability at Headquarters
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 82
 Date Submitted: 2 April 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
*Complete construction of expansion of "C" Vault					0				0			
*Complete testing of new 5 generator emergency power system and place in automatic mode.	0				X							
*Complete utilities reliability study.			0						0			
*Effect improved incentive type UPS maintenance contracts.				0					0			
*Install UPS test load bank.									0			
*Improve connection to Vepco at substation.					0	X						
*Construct new steam chilled water, and power connections to the main building via the north side.									0			

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OL-39-81 (O-DDA-11)

January - March 1982

NARRATIVE REPORT

1. Activity During This Period is responsive to DDA goals to maximize the effective utilization of existing facilities while taking appropriate action for additional needs.
 - a. Vault work, mimic board work, and control work completed except for short-circuit protection change order.
 - b. Winter tested generators, replaced generator #6 alternator, started documentation; training for electricians is 75% complete.
 - c. Explored options on Agency powerhouse takeover.
 - d. Contract funded; Emerson's response received; contract documents forwarded to PD.
 - e. Load banks received.
 - f. Reconnection to Vepco completed; associated documentation completed. Preliminary discussions with Vepco for further improvement started.
 - g. A&E plans completed.
2. Problems and Shortfalls
 - a. None.
 - b. Collateral work in building remains to be completed. Generator load sharing should be examined.
 - c. Lack of interest.
 - d. None.
 - e. None.
 - f. None.
 - g. None.

OL-39-81 (O-DDA-11) Narrative Report, January - March 1982 (Continued)

3. Plans for Next Period

- a. Complete short-circuit modifications.
- b. Work on documentation. Complete first round of electrician training. Complete P.M. on generators 1 and 2.
- c. Pursue negotiations on powerhouse takeover. Obtain consensus for reliability requirement among senior Agency managers.
- d. None.
- e. Start installation.
- f. None.
- g. Obtain necessary Agency funds and transfer to GSA to allow to proceed with contract award.

4. Long-Term Outlook

- a. None.
- b. None.
- c. Results of 3c above will determine this.
- d. Pilot project.
- e. None.
- f. Agency will eventually be provided with 2 230KV to 13KV dedicated transformers.
- g. Construction to start in June 1982 with a one-year construction period, which based on past experience, will slip an additional 3-6 months.

X - Actual

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Office:

Objective Statement: Lease and renovate 30,000 square feet of new Credit Union space

Responsible Officer:

Significant Funding Amount: \$ 1,213,000 FY 82

Date Submitted:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify funds					0	-----			0			
2. Negotiate lease					0	-----		0				
3. Complete design					0							
4. Complete construction										0	-----	

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NARRATIVE REPORT

1. Activity During This Period:

Final requirements drawings with the exception of furniture layouts were completed and forwarded to GSA.

2. Problems and Shortfalls:

Various administrative problems at GSA have delayed lease finalization. Latest advice is that lease will be signed by mid-April. Delay has caused occupancy to slip to October at the earliest.

3. Plans for Next Period:

Continue to work with GSA and the landlord to define requirements and monitor construction.

4. Long Term Outlook:

Occupancy is planned for late fall 1982.

P+PD

Office: Logistics

Objective Statement: Full Implementation of consolidated Agency Wide Copier Management Program

Responsible Officer:

Significant Funding Amount: \$ 5,000 FY 82

Date Submitted: 12 November 1981

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Evaluate and refine ACMS reporting requirements relative to the needs of P&PD, Office of Finance, and Procurement Div.			OK									
2. Institute a requirement evaluation program for in-place copying equipment for replacing or removing inefficient equipment.						XO						
3. Assist Procurement Division in the development of specifications and standards for expendable copier supplies.									0			
4. Develop standard requirements package for low volume copiers to be used by Procurement Division as basis for RFP.											0	

NARRATIVE REPORT January - March 1982
FULL IMPLEMENTATION OF A CONSOLIDATED AGENCY WIDE COPIER
MANAGEMENT PROGRAM

1. Activity This Period

A program has been instituted for reevaluating the requirements for currently installed copiers. Implementation of the program has thus far resulted in the removal of three copiers, the relocation of six copiers, and rental of four new copiers to provide greater comparability between requirements and equipment capability. Through these actions, rental of an additional 5 copiers has also been avoided.

2. Problems and Shortfalls

None

3. Plans for Next Period

Assist Procurement Division in the development of specifications and standards for expendable copier supplies.

4. Long Term Outlook

The long term outlook for successful completion of this objective is excellent.

5. Summary of Achievements

All scheduled activities for the first and second quarters were successfully completed. A projection for expendable supply consumption requirements has been provided to Procurement Division. This supply projection is the initial phase of the third objective.

6. Assistance to the Accomplishment of DDA Goals

Successful completion of this objective will assist the DDA in reducing operating costs, and provide maximum use of existing resources.

25X1

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0 - Scheduled 3
X - Actual

Office: Logistics
Objective Statement: Evaluate and Make Recommendations on P&PD's support to the Agency Videodisc Production Requirements.
Responsible Officer:
Significant Funding Amount: \$ 5,000 FY 82
Date Submitted: 16 November 1981

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify and document potential Agency Videodisc applications.						0			0			
2. Identify and evaluate available equipment for the production and duplication of videodiscs.									0			
3. Identify and estimate cost of modifying existing Agency Micrographics or other equipment for the production and duplication of videodiscs.										0		
4. Prepare a study, using data gathered in steps 1-3 above, that identifies the requirements, and how P&PD would provide production support.												0

NARRATIVE REPORT January - March 1982
EVALUATE AND MAKE RECOMMENDATIONS ON P&PD SUPPORT TO
THE AGENCY VIDEODISC REQUIREMENTS

1. Activity This Period

Activity this period has been limited to review of studys on videodisc production and applications. A demonstration on the Terminal Data Corporation's (TDC) Docuscan Camera was received. Contacts were made with representatives from the National Institute of Health (NIH) who are doing an inhouse feasibility study on videodisc production using the TDC Docuscan Camera in testbed facility. No work was done with representatives from the Office of Information Services in an effort to identify potential Agency applications.

2. Problems and Shortfalls

None

3. Plans for the Next Period

- a. Visit NIH for a discussion on their project and an equipment demonstration.
- b. Meet with representatives from OIS in an effort to identify potential applications.
- c. Attend equipment demonstrations and seminars on videodisc production at the annual National Micrographics Association Convention.

4. Long Term Outlook

The long term outlook for the successful completion of this objective is good.

5. Summary of Achievements

None

6. Assistance to the Accomplishment of DDA Goals

By determining the impact, utilization and production requirements for video-disc, the DDA will be exploiting the "state-of-the-art" in information storage and retrieval

Continued - Narrative Report

6. Assistance to the Accomplishment of DDA Goals - Continued

systems. Implementation of videodisc systems could streamline record holdings and provide a cost effective alternative to information storage and retrieval problems. If videodisc production was centralized into P&PD, it would eliminate duplication of effort and would maximize utilization of existing resources.

PD

25X1

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U - Scheduled
X - Actual

Office: Procurement Division, OL
Objective Statement: Acquisition Procedures
Responsible Officer:
Significant Funding Amount: \$ 30,000 FY 82
Date Submitted: 31 March 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
a. Prepare Draft Manual						O	→					
b. First Review							O	→				
c. Revision								O	→			
d. Final Review									O	→		
e. Publication												O

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Procedures Manual

January - March 1982

NARRATIVE REPORT

1. Activity During This Period:

No activity took place during the period, evidently due to higher priority management requirement.

2. Problems and Shortfalls:

All milestones are being slipped an additional 90 days due to Mr. Badgley's participation in the Senior Officer Development Course. Completion of this objective is now scheduled for 30 September 1982.

3. Plans for Next Period:

Procurement Division branch managers will be completing their written contributions.

25X1

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O - Scheduled
X - Actual

Office: Procurement Division, OL
Objective Statement: Automated Management Information System
Responsible Officer:
Significant Funding Amount: \$ 40,000 FY 82
Date Submitted: 6 April 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
a. Plans and review.	X											
b. PDMIS programming.	X											
c. Parallel data collection.	X											
d. Reports and testing.	X											
e. PDMIS acceptance (IOC).	X											
f. CONIF PO and RS/ADD interface programming.	X											
g. Equipment schedule programming and reports.	X											
h. System acceptance and full implementation.						X						

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Automated Management Information System

January - March 1982

NARRATIVE REPORT

1. Activity During This Period:

Chief, Procurement Division, formally accepted the PDMIS on 8 March 1982.

2. Problems and Shortfalls:

None

3. Plans for Next Period:

None. This objective is now considered complete. No further reporting will be made on this objective.

O-OL-8

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O - Scheduled
X - Actual

Office: Procurement Division, OL
Objective Statement: Automated Procurement Process
Responsible Officer:
Significant Funding Amount: \$ 25,000 FY 82
Date Submitted: 20 November 1981

Attachment D

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
a. Conduct a study to determine the optimum approach to automating the procurement process to the maximum practicable extent.			0			0						
b. Develop model procurement documents for automatic reformatting and generation.						0						
c. Coordinate with appropriate components concerning the feasibility of utilizing soft-copy procurement documents.										0		
d. Identify generic requirements for hardware and software.										0		

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Automated Procurement Process

January - March 1982

NARRATIVE REPORT

1. Activity This Period:

The GPB test-bed for intelligent terminals continues to provide improved throughput time for procurement processing. Request to ODP has been submitted for analyst services to evaluate optimum approach to automation. Candidate procurement documents for reformatting and generation have been identified.

2. Problems and Shortfalls:

Milestone a is extended to 30 June 1982.

3. Plans for Next Period:

Complete Milestones a and b.

PMS

25X1

0 - Scheduled
X - Actual

Approved For Release 2005/07/14 : CIA-RDP87-01146R000200090014-8

Office: OL/PMS

Objective Statement: Revise and improve the Contract Inspection Report currently generated by CONIF

Responsible Officer:

Significant Funding Amount: \$ 10,000 FY 82

Date Submitted:

2 April 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Solicit comments from procurement teams on desirable changes			X									
Review comments and design new IR					X							
Establish requirement for reprogramming by SAB					X							
Complete reprogramming						X						
Test revised program							X					
Debug revised program								0				
On line with new program									0			
Write user instructions										0		
Issue directive Procurement Note											0	

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NARRATIVE REPORT

Jan - Mar 1982

Revise and improve the Contract Inspection Report

1. Activity During this Period

All activities scheduled for the second quarter were accomplished, i.e. comments from the procurement teams were reviewed, requirements were established for reprogramming, reprogramming was completed and the revised program was tested.

2. Problems and Shortfalls

None

3. Plans for the Next Period

During the next quarter, the revised program will be debugged and put on-line.

4. Long Term Outlook

The long term outlook is favorable toward completing the objective as scheduled.



25X1

O - Scheduled
X - Actual

Approved For Release 2005/07/14 : CIA-RDP87-01146R000200090014-8

Office: OL/R&SB

Objective Statement: Establish an Efficient System for Correspondence and Records Handling.

Responsible Officer:

Significant Funding Amount: \$ _____ FY 82

Date Submitted:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Conduct a Study and Make Recommendations for Records Elimination, Consolidation, Modification and Automation.	X											
Implement Recommendations		X	X	X	OX							
Followup Reports on Changes Implemented					OX							

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Jan. - Mar. 1982

NARRATIVE REPORT

Establish an Efficient System for Correspondence and Records Handling

1. Activity During this Period or Accomplishments to Date

The Records Audit of the Office of Logistics was completed in February 1982. A final report detailing the audit results and implementation of recommendations was forwarded to the Director of Logistics on 19 February 1982.

2. Problems and Shortfalls - None

3. Plans for the next period -

This is final report.

4. Long Term Outlook

See number 3.

25X1

O - Scheduled
X - Actual

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Office: OL/R&SB

Objective Statement: Install an Automated Document Control System.

Responsible Officer:

Significant Funding Amount: \$ _____ FY _____

Date Submitted:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Receive & Install Terminals							0	0				
Train Personnel							0	-	-	-	0	

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Jan. - Mar. 1982

NARRATIVE REPORT

Install an Automated Document Control System

1. Activity During this Period or Accomplishments to Date - None Scheduled.
2. Problems and Shortfalls -

The proposed automation of the document control system for the Office of Logistics continues to be delayed. The scheduled date for terminal installation in Records & Services Branch (R&SB) is now May and possibly later. We were informed in late March the the proposed system installation work to be accomplished by ODP will not be before August.

3. Plans for the Next Period -

Unless further delays are experienced, schedules terminal installation should be accomplished.

4. Long Term Outlook - See number 2.

SD

25X1

O - Scheduled
X - Actual

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Office: LOG/SD
Objective Statement: Quick reaction support team
Responsible Officer:
Significant Funding Amount: \$ 2,000 FY 82
Date Submitted: 6 April 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Select individuals to make up the corps. (When an individual is lost to rotation, etc., another person under the control of the SD will be identified.)			x									
Identify appropriate courses to enable the individual to perform the duties of a logistics officer, ordnance technician or both			x									
Process individuals for TDY standby. This will provide the person with current passport and medical for worldwide TDY				x								
Enroll individuals in training courses											0	

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NARRATIVE REPORT

Period: 1 January - 31 March 1982

Activity This Period

25X1 Three individuals have been dropped from this program because of PCS transfers or preparation for PCS transfers. Replacements will not be selected until SD's TDY requirements have decreased. The current participants are:

(C)

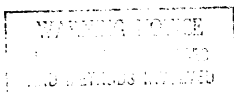
Problems and Shortfalls

The numerous TDY requirements have almost halted the training.

Plans for the Next Period

25X1 Long Term Outlook

Supply Division will continue to actively pursue this MBO even though the ultimate goal may be further in the future than desired.



CONFIDENTIAL

0-Scheduled
X-Actual

Attachment A

Office: Office of Logistics, Supply Division, Central Depot
Objective Statement: Increase Sea Tonnage by 5% with a Corresponding Reduction
Responsible Officer:
Significant Funding Amount: \$ FY
Date Submitted:

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Track and Report on air/sea tonnage ratio on a monthly basis.				X	X	X	0	0	0	0	0	0
2. FTB will report on a quarterly basis to Area Components on amounts of cargo shipped by air and sea on their behalf.			X			X			0			0
3. CD will establish a formal review system within the Depot for recommendations to Area Divisions on method of Transportation.								0				
4. Request DD/L to make Log Officers aware of MBO at D/L Quarterly Meeting.					X							
5. FTB Personnel will meet with Military and Dept. of State Transportation Representatives in order to enhance Sea Transportation services offered to the Agency.						X			0			

25X1

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P+PS

25X1

0 - Scheduled
X - Actual

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Office: OL/P&PS
Objective Statement: Develop a Logistics Integrated Management System (LIMS)
Responsible Officer:
Significant Funding Amount: \$ 350,000 FY 82
Date Submitted:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Design/test ASAPS				0								
Implement first ASAPS Application					0							
LIMS:												
System Development Plan (SDP)							0					
Functional Reqmnts Doc (FRD)							0					
Draft							0					
Project Review							0					
Update Narrative								0				
Customer Review								0				
Publish									0			
Quality Assurance RFP												
Draft							0					
Review												
ODP Applications								0				
ODP Mgt. Staff								0				
OL								0				
Submit								0				
Proposals Received										0		
Review										0		
Fact Finding										0		
Award											0	

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O - Scheduled
X - Actual

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Office: OL/P&PS
Objective Statement: Develop a Logistics Integrated Management System (LIMS)
Responsible Officer:
Significant Funding Amount: \$ 350,000 FY 82
Date Submitted:

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Development/Maint. RFP												
Draft							0					
Review												
ODP Applications								0				
ODP Mgt. Staff								0				
OL								0				
Submit								0				
Proposals Received										0		
Review										0		
Fact Finding											0	
Award											0	
QA/CM Plan								0				

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NARRATIVE REPORT

Logistics Integrated Management System - 1 January 1982-31 March 1982

1. DDA Goal the Objective Supports

LIMS' development/implementation is in support of DDA Goal Eight. The basic intent of LIMS is to improve OL response in providing materiel and services on an Agency-wide and global basis. LIMS will employ innovative methodologies in improving the efficiency with which the Office of Logistics' mission is performed and, thus, the administrative/support role of the Directorate.

2. Activity During this Period or Accomplishments to Date

This period marks a transition in the manner in which the LIMS project is being managed by ODP. Reorganization within that office has resulted in significant changes in the LIMS Task Force (now known as the LIMS Project Team) both in manning configuration and the approach to project development. The Project Team has been expanded to thirteen positions, to which twelve personnel have been assigned. The Team has been divided into two Groups: Development and Quality Assurance; the Project Manager provides leadership for both Groups and each Group has a designated group chief. ODP is preparing (now in third draft) a System Development Plan that describes revised project milestones, revised project funding estimates, component responsibilities, development and direction toward acquiring two contracts and other factors affecting/forecasting lift cycle operations. Revised major milestones are attached.

In terms of accomplishments, Project Team members have continued to develop module requirements at two levels, Functional Requirements and Detailed Requirements. During this reporting period a ninth module was added to LIMS, through recommendation of the Office of Finance - Vendor Payment. Several user reviews have been conducted to critique module content, as compiled to date.

The ASAPS portion of LIMS completed programming and user acceptance testing phases and has entered applications implementation. At this writing a minimum of ten using components have submitted requests to ODP for the acquisition of ASAPS so as to automate the management of Type II property.

SUBJECT: Logistics Integrated Management System - 1 January 1982-31 March 1982

3. Problems and Shortfalls

Earlier developed milestones have continued to slip. However, the aforementioned ODP and Project Team reorganization have produced new milestones (not fully endorsed by OL) in which they hope to achieve, early on, both quality assurance and development contracts to, in effect, assure the providing of a quality system in a reasonable timeframe (c. 1985). The revised ODP funding requirement (nearly double the original estimate) presents a potential funds availability problem. Funding alternatives include reduction in scope, expanding the development/implementation timeframe or acquiring a windfall in fund programming/allocation. Some time has been lost due to the reading in period required of new personnel additions to the Project Team. The ASAPs portion of the project has no current problems other than the ability of ODP to bring user applications on line.

4. Plans for Next Period

Under the System Development Plan, the Project Team will: complete draft Functional Requirements; conduct user reviews of these requirements and finalize them; prepare and publish an RFP to acquire a quality assurance contractor (and review proposals); prepare and publish an RFP to acquire a design/programming contract; begin the development of Detailed Requirements. On a day-to-day basis the Project Team will work with OL and OF functional activities in the development of all nine module details. ODP will, presumably, work on implementing ASAPs applications within the queue provided by OL.

5. Long-Term Outlook

Despite an apparent redirection of the LIMS project during this period the reorganized Project Team approach appears positive in terms of assuring the development of a first class system. The funding problem will clarify as proposals for both contracts are acquired and subsequent vendors are selected. Within OL, the mystery of LIMS will be replaced with user knowledge of its content and an acceptance of a computer based automated customer support system.